



**Administration for Children and Families**

Office of Community Services

Community Economic Development Projects

HHS-2010-ACF-OCS-EE-0001

Application Due Date: 07/01/2010

Community Economic Development Projects  
HHS-2010-ACF-OCS-EE-0001  
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**Department of Health & Human Services  
Administration for Children & Families**

**Program Office:** Office of Community Services  
**Funding Opportunity Title:** Community Economic Development Projects  
**Announcement Type:** Initial  
**Funding Opportunity Number:** HHS-2010-ACF-OCS-EE-0001  
**CFDA Number:** 93.570  
**Due Date For Letter of Intent:** **06/14/2010**  
**Due Date for Applications:** **07/01/2010**

**Executive Summary:**

In Fiscal Year (FY) 2010, contingent upon available funding, the Office of Community Services (OCS) will award Community Economic Development (CED) discretionary grant funds to Community Development Corporations (CDCs) for well-planned, financially viable, and innovative projects to enhance job creation and business development in low-income communities. The grants will be made as part of a broader strategy to address objectives such as arresting tendencies toward financial dependency, chronic unemployment, and community deterioration in urban and rural areas.

These grants are intended to help CDCs, alone or in partnership, create business development and expansion opportunities that will address the economic needs of low-income individuals through the creation of employment and business opportunities in low-income communities. Grantees must recruit low-income individuals to fill the positions, offer support to help those individuals successfully hold those jobs, and ensure that the businesses and the jobs created remain viable for at least one year after the end of the grant period. For CED grants, low-income individuals are defined as those living in households with incomes at or below 125 percent of the U.S. Department of Health and Human Services (HHS) Guidelines on Poverty, found at <http://aspe.hhs.gov/poverty/index.shtml>.

In addition to a well-planned and viable strategy for business creation or expansion, applicants must have in place: (1) written financial commitments for all non-CED funding, (2) needed management, staff, and other resources, (3) evidence of site control in the form of a lease agreement or deed, and (4) referral sources to help identify low-income individuals to fill the positions.

In FY 2010, OCS has a specific interest in funding strong projects that will create jobs in green businesses, specific automotive communities, or that operate in states that currently receive no CED or Job Opportunities for Low-income Individuals (JOLI) funding.

The Division of Community Discretionary Programs will be sponsoring a pre-application conference call for all parties interested in applying for the Community Economic Development projects funding opportunity. This conference call is to inform the public on this grant funding opportunity and provide an overview of the CED program and review the program funding announcement. Applications requirements, procedures and timelines will be explained.

A conference call for interested applicants will be held **June 1, 2010**, at 1pm eastern standard time.

Interested applicants should register for the call at: [OCSRegistrar@icfi.com](mailto:OCSRegistrar@icfi.com). You may also call 703-934-3212 with any questions. When we receive your registration, a PowerPoint presentation and the call-in access information will be sent to you.

If you are unable to participate in the live conference call, a recording and transcript of it will be available at the CED Website: <http://www.acf.hhs.gov/programs/ocs/> following the conference call until the closing date of the announcement.

For additional questions, contact us at [ocsgrant@acf.hhs.gov](mailto:ocsgrant@acf.hhs.gov).

## I. Funding Opportunity Description

### Statutory Authority

Section 680(a)(2) of the Community Services Block Grant (CSBG) Act of 1981, as amended by the Community Opportunities, Accountability, and Training and Educational Services Act of 1998 (Public Law 105-285), authorizes the Secretary of the Department of Health and Human Services to make grants on a competitive basis to private, nonprofit organizations that are community development corporations to provide technical and financial assistance for economic development activities designed to address the economic needs of low-income individuals and families by creating employment and business development opportunities.

### Description

The purpose of the CED program is for CDC's to provide technical and financial assistance for community economic development activities designed to address the economic needs of low-income individuals and families through the creation of employment and business opportunities in low-income communities. OCS seeks to fund projects that implement strategies for fostering self-sufficiency for low-income families and achieving sustained employment opportunities in low-income communities. The program further aims to contribute to community revitalization.

The CED program provides grants to support business start-ups or business expansions. In either case, the program's objective is to support businesses that develop new products, services, and other commercial activities that result in the creation of full-time permanent jobs for low-income individuals within a low-income service area.

CED funds can be used for costs associated with business start-up or business expansion activities, as consistent with the cost principles in OMB Circular A-122, found at 2 CFR sec. 230, and any other applicable rules, provided that the expenditures result in the creation of positions that can be filled with low-income individuals. CED-funded projects can be non-construction or construction projects. For non-construction projects, the grant period is three years. For construction projects, the grant period is five years. The CED program permits facility construction as needed to support business creation, business expansion and/or job creation. However it is important to note that short-term construction jobs associated with preparing for business startup or expansion are not counted when determining the number of jobs created under the CED program as they are designed to be temporary in nature.

For FY 2010, OCS will not support microenterprise businesses with Community Economic Development funds. Incubator development is allowable as long as the focus of the incubator is on substantial job creation for low-income individuals. *(Note: Organizations wishing to obtain funding for microenterprise business training and technical assistance centers are urged to review the Job Opportunities for Low-Income Individuals (JOLI) FY 2010 program announcement at <http://www.acf.hhs.gov/programs/ocs/joli/index.html> once it becomes available.)* CED funds cannot be used exclusively to support training and technical assistance centers as the vehicle for the creation of jobs.

Grantees that *operate a loan or revolving loan fund* must comply with all the terms of 45 CFR 74.36(e)

concerning intangible property. Loans from the fund will be made to eligible beneficiaries for business development activities, and the interest rate charged will be at or below market rate. Copies of executed loan agreements that include default and collection procedures will be submitted to ACF upon establishing such loans with program participants. Consistent with 45 CFR 74.24, any interest accrued on revolving loan funds will be used to continue or expand the activities of the originally-approved project during the grant period.

The CED program provides priority funding for projects located in service areas with a demonstrated need for the proposed project. To accomplish this, this announcement provides priority funding for applicants with businesses to be located and jobs to be created in a service area with unemployment and poverty rates that are at or above the state or national levels.

The program also seeks to fund projects that identifies and addresses the personal and community barriers that must be overcome to help low-income individuals obtain employment and become self-sufficient.

Grantees are expected to present a clear and well-conceived implementation plan that describes how each aspect of the project will be implemented. CED projects are most successful when they focus on industries that have viable short-and long-term job outlooks and that present no obvious long-term risks. One recommended strategy for sustaining growth is creating jobs in environmental or green industries. Further, the program is interested in supporting communities devastated by the economic changes facing the automotive industry. Project viability is typically determined through careful development of supporting market research.

CED projects are expected to actively recruit low-income individuals to fill the positions, and to offer the support that may be necessary to help them retain those positions over the long term. Recruitment and retention are typically addressed through activities that help address personal barriers such as illiteracy, substance abuse, inadequate transportation, lack of affordable child care, insufficient life skills, past criminal history, health problems, and other barriers that could inhibit an individual's ability to achieve self-sufficiency. CED projects are expected to incorporate into their recruitment plan agreement with TANF, child support agencies, and other sources to obtain and document low-income referrals.

CED project viability is further ensured by requiring grantees to secure any physical facility needed to operate the project early in the grant period, and to establish an acceptable procurement process for acquiring any equipment that will be required.

The CED program strives to create new jobs that help low-income individuals move toward self-sufficiency. This is accomplished by funding grantees that provide positions that pay a livable wage and offer career progression opportunities. While there is no national "livable wage," many states and localities do have formal living wage ordinances. Grantees are not expected to report on the wages of jobs created relative to these definitions. However, the goal of the project is to assist the low-income families the project aims to employ in becoming economically self-sufficient. The CED program also encourages grantees to provide positions that offer employee benefits. In these ways, the CED program ensures long-term economic benefits that allow people to provide for their own needs without the need for public assistance.

The program's goal is that the jobs created and businesses expanded or created will be sustainable after Federal support ends. To accomplish this, the CED program requires that jobs and businesses be viable for at least one year beyond the end of the grant.

Grantees are expected to ensure that adequate organizational experience and resources will be available for the project. Grantees must also demonstrate the capacity to responsibly manage the proposed Federal funds.

Grantees that cannot solely provide adequate organizational experience or resource availability are permitted to enhance their qualifications by partnering with a more experienced CDC or another project partner.

Grantees that partner with an experienced CDC or another project partner pay for those services through funds budgeted to cover the costs of this support (for example, travel costs, payments to cover staff time).

Grantees who choose to partner with a CDC or another project partner that will be responsible for directly or indirectly spending CED funds must ensure the partner complies with program requirements by providing proof of the partner's ability to manage Federal funds and by developing a compliance plan that describes roles and responsibilities for project team members and CED program requirements.

Applications for projects involving the use of CED funds as equity stock investments or loan funds must provide disposition of assets sample agreements between the relevant parties for these investments. Please see the definition section, particularly for Reversionary Interest for more information.

The success of CED programs is ensured, in part, through a rigorous budget and financial plan review process. Grantees must demonstrate the cost per position created will not exceed \$20,000 for non-construction projects and \$25,000 for construction projects. CED projects must have funds available (CED and non-CED) that are commensurate with the level of effort necessary to accomplish the goals and objectives of the project.

Standard forms, such as the SF 424A with an accompanying budget narrative and supporting documentation (e.g., profit and loss forecasts, cash flow projections, balance sheets, and sources and use of funds statements for all funds available to the project) help grantees ensure that the proposed budget is appropriate for accomplishing the proposed project.

Project budgets typically are developed in sufficient detail to allow for easy analysis of the appropriateness and reasonableness of the line items proposed. Acceptable project budgets clearly link proposed expenditures to proposed activities.

Technical assistance conferences are provided periodically for CED grantees. Grantees are required to send at least one staff member, and must budget for one staff member to attend a conference in Washington, D.C. during each year of the grant.

Sometimes grantees pay for all aspects of the project with CED funds. In many cases, however, non-CDC funds are brought into the project. When non-CED *financing* is required to fully implement the project, grantees must procure firm commitments for loans, municipal or state tax credits, equity stock investments, or other supporting grants prior to applying for a CED grant.

When *cash resources* (except for those contributed directly by the applicant and supported by an applicant's financial statement of cash available) are to be accessed, grantees must document the availability of the cash through letters of unconditional financial commitments from the investor or donor making the contribution. If a grantee does not intend to use non-CED funds to finance the project, the grantee should demonstrate why non-CED funds are not necessary to accomplish the project.

The program requires that anticipated program income such as gross or net profits from the project or business operations be counted as program income only during the periods in which it will actually be earned. Income cannot be pro-rated in a way that shows project income during the start-up period.

When *in-kind contributions* of personal property are used to support the project, the grantee must obtain an inventory valuation for equipment and/or a certified appraisal for real property, as appropriate.

Grantees are required to seek active partnerships with public and/or non-profit agencies that can help identify and refer appropriate low-income candidates to fill the positions created by the program. To make such partnerships effective, grantees are expected to use a partnership agreement to document the explicit strategies for these collaborations, including a clear articulation of the contribution that the cooperating

agency will make to the project.

Typically partnership agreements take the form of memorandums of understanding, letters of commitment or partnership agreements with public assistance and other agencies responsible for administering child support enforcement, TANF, and employment education and training programs (for example, the Department of Labor's Employment and Training Administration (ETA)-funded One-Stop Career Centers). Grantees must ensure the agreement is signed by the cooperating agency and the grantee in order to document the agreement and help ensure that the proposed collaboration will take place.

Grantees are also expected to obtain and submit in their applications letters of support from public officials describing government and community support for the project.

CED grantees must develop and follow evaluation plans for the entire project that will answer the question "What did this project accomplish, and why was the project successful or unsuccessful?" The plan is intended to explain how the grantee will measure the project's ongoing accomplishments and compare them with projected accomplishments. Grantees will establish a logic model that demonstrates the logical connections between the project activities and the projected outcomes. Concrete measures that will be used to gauge the project's success in achieving the anticipated results or benefits will be developed to relate clearly to the logic model. The evaluation must be designed to answer the questions of how future operations of the project could be improved (process evaluation) and what the project was able to accomplish and why (outcome evaluation).

Grantees are required to procure the services of a qualified, independent evaluator to help evaluate the project. To be considered "independent" an evaluator must be organizationally distinct from, and not under the control of, the applicant. In addition, consultants providing guidance or technical assistance for operating the project cannot be considered "independent" for the purposes of evaluating the program. To be considered qualified, the individual must have successfully planned and evaluated social services delivery programs, community economic development, or job creation projects for low-income populations or programs designed to foster self-sufficiency in low-income populations.

Grantees must develop and adhere to a viable timeline for evaluating the project over the life of the grant. At a minimum, the applicant must provide an annual evaluation report from the independent evaluator and a final report for the grant cycle. These reports are submitted in conjunction with reports submitted by grantees for months 12, 24, and 36 for non-construction related projects and months 12, 24, 36, 48, and 60 for construction related projects. Each report must address process and outcome measures and compare actual and projected progress toward business creation or expansion and position creation, and discuss any lessons learned. These reports from the independent evaluator supplement regular reporting required from the grantee.

In addition, grantees are required to participate in compliance monitoring reviews, and are expected to participate in technical assistance conference calls, an annual collection of information approved by the Office of Management and Budget (OMB), and other limited surveys that request recommendations to improve the technical assistance support.

CED grantees must be qualified Community Development Corporations (CDCs). To be qualified, a grantee must meet three conditions. First, it must be a private, non-profit Community Development Corporation (CDC) as authorized by The Community Services Block Grant Act of 1981 as amended by Section 680(a)(2) of the Community Opportunities, Accountability, and Training and Educational Services Act of 1998 (P.L. 105-285). Second, it must have articles of incorporation, bylaws, or other official documents demonstrating that the CDC has as a principal purpose planning, developing, or managing low-income housing or community development activities. Finally, the Board of Directors must have representation from community residents, business leaders, and civic leaders.

The CED program requires that grantee organizations and their staff have sufficient overall experience and success in developing, operating, and evaluating projects similar to those to be conducted under the proposed project to ensure successful implementation. A minimum of two prior projects is generally required. Such experience is typically obtained by undertaking projects of similar size and scope and successfully creating or expanding businesses, and creating jobs for low-income individuals in low-income communities.

Sometimes organizations that want to become grantees do not have substantial experience with economic development projects similar to those they wish to carry out under the CED program. As noted previously, these organizations can strengthen their capacity by partnering with a CDC that has successfully completed two or more CED or JOLI economic development projects, and has successfully completed one or more economic development projects involving activities similar to those proposed.

If the project involves a more experienced CDC partner, organizational capacity can be enhanced through a collaboration that combines the capacity of the grantee and the partner organization(s). This type of partnership typically involves having the experienced CDC work with the applicant to provide the technical assistance needed to ensure the success of the project, including administrative, technical, and/or financial support, as well as program evaluation and data collection assistance, as needed. The board members for each of the partner CDCs must specifically agree to participate in such a partnership.

CED projects must be operated by qualified staff. Key staff who will have responsibility for managing the project, coordinating activities, and achieving performance targets must have both skills and experience, as well as sufficient time available to contribute to the project as needed. Skills and experience of key staff must include appropriate supervisory experience, experience in finance and business, and experience with the target population.

CED projects may be funded for work in any qualified geographic area, and in any viable industry. However, the program strongly encourages work in states that do not already have Community Economic Development (CED) or Job Opportunities for Low-Income individuals (JOLI) projects. Currently, these states are Alaska, Alabama, Delaware, Idaho, Kansas, Mississippi, New Hampshire, Nevada, Rhode Island, Utah, Wyoming, Guam, Northern Mariana Islands, and the Virgin Islands.

The program encourages grantees to propose projects focusing on automotive and environmental industries. Examples of environmental industries include, but are not limited to: residential and commercial energy efficiency and retrofit; green products; recycling, renewable or alternative energy; and urban agriculture and horticulture.

The program further encourages grantees to propose projects that are committed to employing green business practices in project construction (if applicable) and project operations.

## **Definitions of Terms**

The following definitions apply throughout this announcement:

**ALTERATION AND RENOVATION (A&R)** -A&R of real property generally is defined as work required to change the interior arrangements or installed equipment in an existing facility so that it may be more effectively utilized for its current designed purpose or be adapted for an alternative use to meet a programmatic requirement. The work may be categorized as improvement, conversion, rearrangement, rehabilitation, remodeling or modernization, but does not include expansion, new construction, development or repair parking lots, or activities that would change the "footprint" of an existing facility (e.g., reallocations of existing exterior walls, roof or floors). A&R may be classified as minor or major depending on the extent of the required work, its relationship to an existing structure and its cost. Typically, major A&R is any



aggregate cost greater than \$150,000.

**BENEFICIARY** - A low-income individual whose income level does not exceed 125 percent of the official poverty line as found in the most recent revision of the Poverty Income Guidelines published by the Health and Human Services (HHS). These guidelines may be found at <http://aspe.hhs.gov/poverty/index.shtml>.

**BUDGET PERIOD** - The intervals of time (usually 12 months) into which a project period is divided for budgetary and funding purposes.

**CASH CONTRIBUTIONS** - The grantee's cash outlay, including the outlay of money contributed to the grantee by investors or donors.

**COMMUNITY** - Any geographic area defined by specific boundaries.

**COMMUNITY BARRIERS** - Conditions in a community that may impede success in a job. This might include factors such as: lack of jobs associated with a high unemployment rate; lack of public transportation; lack of markets; unavailability of financing, insurance or bonding; inadequate social services such as employment service, child care, or job training; high incidence of crime; inadequate health care; or environmental hazards such as toxic dumpsites or leaking underground tanks. Long-lasting community benefits might be achieved through strategies such as fulfilling child care needs within the project's service area.

**COMMUNITY DEVELOPMENT CORPORATION (CDC)** - A private, non-profit corporation governed by a board of directors consisting of residents of the community and business and civic leaders, which has a principal purpose of planning, developing, or managing low-income housing or community development activities.

**COMMUNITY ECONOMIC DEVELOPMENT (CED)** - A process by which a community uses resources to attract capital and increase physical, commercial, and business development and job opportunities for its residents.

**CONSTRUCTION PROJECTS** - Projects that involve the initial building or large scale modernization or permanent improvement of a facility. Note: Grantees who use the CED funding to construct or provide major alterations and renovations, or to acquire a facility or land for the project, must file a Notice of Federal Interest (NFI). *See also the definition of REVERSIONARY INTEREST.*

**ELIGIBLE ACTIVITIES** - Activities that contribute to creation or expansion of sustainable new businesses and jobs within a target area.

**EMPLOYMENT EDUCATION AND TRAINING PROGRAM** - A program that provides education and/or training to TANF recipients, at-risk youth, residents of public housing, displaced workers, homeless and other low-income individuals, and that has demonstrated organizational experience in employment-directed education and training for these populations.

**EQUIPMENT** - The tangible non-expendable personal property, including exempt property, charged directly to an award having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.

**EQUITY INVESTMENT** - The provision of capital to a business entity for some specified purpose in return for a portion of ownership using a formal investment agreement as the contractual instrument. This is also referred to as Equity Stock Investments.

**FAITH-BASED COMMUNITY DEVELOPMENT CORPORATION** - A community development corporation that has a religious character.

**FULL-TIME, FULL-YEAR JOB** - A non-seasonal position requiring at least 30 hours of work per week. An aggregation of part-time positions to a full-time equivalent is not considered a full-time position.

**HARD COST** - Includes expenditures of construction or acquisition of real property and major alterations and renovations of real property.

**INCUBATOR** - A program to help start-up businesses flourish by providing support, resources, and business services and advice, normally in one physical location. Incubators that are established without walls are not supported by this announcement.

**INDEPENDENT EVALUATOR** - To be considered "independent" an evaluator must be organizationally distinct from, and not under the control of, the grantee. In addition, consultants providing guidance or technical assistance for operating the project cannot be considered "independent" for the purposes of evaluating the program.

**INDIRECT COSTS** - Overhead costs of an organization that has been approved by HHS or other Federal agencies for use in applying for Federal funds.

**INELIGIBLE ACTIVITIES** - Grant funds cannot be used to create microenterprise businesses, nor can they be used primarily for the creation of job training and placement programs. Limited job training and placement activities can be supported in the context of modest training that may be provided for the new positions created. For example, funds can be used to train a cashier for a specific position that has been created, but cannot be used to operate a general job placement program. *See also the definition of REVERSIONARY INTEREST.*

**INTANGIBLE PROPERTY AND DEBT INSTRUMENTS** - Trademarks, copyrights, patents, and patent applications and such property as loans, notes and other debt instruments, lease agreements, stock and other property ownership, whether tangible or intangible. Note: Grantees who use Federal funding to purchase intangible property or debt instruments *must report to the Federal Government on the continued use of these funds up to 12 years after the project period of the grant has ended.*

**INTERVENTION** - Any planned activity within a project that is intended to produce changes in the target population and/or the environment for the purpose of job creation and can be formally evaluated. For example, assistance in the preparation of a business plan is an intervention.

**JOB CREATION** - New full-time, full-year positions that did not exist prior to the start of the project and came about as a result of the start of the project. These activities can include development of new business ventures, the expansion of existing businesses, or the development of new products and services. The training and placement of individuals in already existing positions, even positions guaranteed to low-income individuals through a formal agreement with an employer, is not considered position creation.

**JOB PLACEMENT** - Placing an individual in an existing vacant job of a business, service, or commercial activity not related to new development or expansion activity. All jobs supported by the project must meet the definition of new job creation, not job placement.

**LOAN** - Money given to a borrower under a binding pledge for a given purpose to be repaid, usually at a stated rate of interest and within a specified period. The creation of a revolving loan fund with funds received under this program is an allowable activity. Loans made to eligible beneficiaries for business development activities must be at or below market rate. Interest accrued on revolving loan funds must be used to continue or expand the activities of the approved project.

**LOW-INCOME INDIVIDUAL** - A program beneficiary whose income level does not exceed 125 percent of

the official poverty line as found in the most recent revision of the Poverty Income Guidelines published by the Health and Human Services (HHS). These guidelines may be found at <http://aspe.hhs.gov/poverty/index.shtml>.

**MAJOR ALTERATION AND RENOVATION** - Construction projects involving an existing structure in which the aggregate cost of construction is greater than \$150,000. The recipient or owner must file a notice of federal interest (NFI) when construction or major alteration and renovation begins or when an existing facility or land is acquired. See also the definition of REVERIONARY INTEREST.

**MICROENTERPRISE** - A commercial business with five or fewer employees, one or more of who is the owner.

**MICROLOANS** - Loans made to microenterprise businesses usually at low interest loans of \$25,000 or less.

**MORE EXPERIENCED CDC** - A CDC that successfully meets all of the following requirements: completed two or more CED or JOLI economic development projects; completed one or more projects involving activities similar to those proposed; and that has experience with collaborative programming.

**NON-CASH CONTRIBUTIONS** - Non-cash contributions provided by non-Federal investors or contributors. Non-cash contributions (synonymous with "in-kind contributions"), may be in the form of real property, equipment, supplies and/or other expendable property, and goods and services directly benefiting and specifically identifiable to the project or program

**NON-PROFIT ORGANIZATION** - Any corporation, trust, association, cooperative, or other organization (including a faith-based organization or community development corporation) which: (1) is operated primarily for scientific, educational, service, charitable, or similar purposes in the public interest; (2) is not organized primarily for profit; and (3) uses its net proceeds to maintain, improve, and/or expand its operations. (NOTE: Only CDC's are eligible to receive CED funding) See also the definition of COMMUNITY DEVELOPMENT CORPORATION.

**NOTICE OF FEDERAL INTEREST (NFI)** - A lien or other notice of public record that an applicant must file when construction or major alterations and renovations begin or when an existing facility or land is acquired with Federal funds.

**OUTCOME EVALUATION** - An assessment of project results as measured by collected data that define the net effects of the interventions applied in the project. An outcome evaluation will produce and interpret findings related to whether the interventions created the proposed jobs, or produced other desired changes. An outcome evaluation should address any unanticipated outcomes. It should answer the question: "Did this project achieve its stated goals?"

**PERSONAL BARRIERS** - Those aspects of an individual's personal situation that may impede success in a job. This might include factors such as limited education, substance abuse, insufficient life skills, criminal history, health problems, or disability.

**POVERTY INCOME GUIDELINES** - Guidelines published annually by HHS that establish the level of poverty defined as low-income for individuals and their families. The guideline information is posted on the Internet at the following address: <http://aspe.hhs.gov/poverty/index.shtml>.

**PROCESS EVALUATION** - A review and assessment of the planned activities implemented to produce the proposed outcomes (i.e., the creation of new, sustainable jobs). Focuses on measuring process and outcome indicators to show the effectiveness and efficiency of the program's activities and interventions (e.g., methods of recruiting participants, quality of training activities, and usefulness of follow-up procedures). It should answer questions such as: "Were the project activities comprehensive and were they implemented to

achieve the desired outcome(s)?" It is also known as formative evaluation, because it gathers information that can be used as a management tool to improve the way a program operates while the program is in progress. It should also identify problems that occurred and how they were resolved and recommend improved means of future implementation. In concert with the outcome evaluation, it should also help explain, "Why did this program work/not work?" and, "What worked and what did not?"

**PROGRAM INCOME** - Gross income earned by a grantee from Federally supported activities.

**PROJECT PARTNER** - Any individual, organization, or business entity, participating in the project that is not the direct recipient of CED grant funds. Typical project partners include the following: investors, donors, borrowers, a more experienced CDC, a wholly owned subsidiary, or an entity by which the grantee makes an equity investment or capitalizes a loan in support of grant purposes.

**PROJECT PARTNER AGREEMENT** - A written and signed agreement entered into by the grantee and project partners such as investors, donors, borrowers, a more experienced CDC, a wholly owned subsidiary, or an entity by which the grantee makes an equity investment or capitalizes a loan in support of grant purposes. A loan commitment from a financial institution or memorandum of understanding from a project partner committing resources or capital is a typical project partner agreement.

**PROJECT PERIOD** - The total time for which Federal support has been programmatically approved as shown in the Notice of Award.

**PUBLIC AGENCY PARTNER** - Public assistance and other agencies responsible for administering child support enforcement, TANF, and employment education and training programs (for example, the Department of Labor's ETA-funded One-Stop Career Centers)

**PUBLIC OFFICIAL SUPPORT** - A signed letter of support from a public official that describes the public official's relationship to the applicant, demonstrates knowledge of the applicant's experience and qualifications, and describes government and/or community support for the project.

**REAL PROPERTY** - Land, including land improvements, structures, and appurtenances (excludes movable machinery and equipment). Note: Grantees who use Federal funding to construct or provide major alterations and renovations, or to acquire a facility or land for the project, must file a Notice of Federal Interest (NFI). See also the definition of REVERSIONARY INTEREST.

**REVERSIONARY INTEREST** - The Federal Government's ongoing interest in property acquired or improved with Federal grant funds that is triggered when such property is no longer needed for the original authorized purpose. Property acquired in whole or in part with Federal funds revert to the Federal Government whenever those funds and property can no longer be used for grant purposes. The term "property" includes real property, intangible property including debt instrument, and equipment.

**REVOLVING LOAN FUND** - A distinct loan fund established exclusively for CED projects as a resource to pay for eligible business development and operational activities that, when principal is repaid, can be used to make new loans that support a similar purpose. See also the definition of REVERSIONARY INTEREST.

**SELF-EMPLOYMENT** - The employment status of an individual who engages in self-directed economic activities. For FY 2010, OCS will not support self-employment activities or microenterprise business projects as a part of the CED program. Applicants should consider the JOLI program if they wish to pursue this strategy.

**SELF-SUFFICIENCY** - A state of being or status of an individual or family where, by reason of employment, eligibility for public assistance is replaced by the ability to meet all basic needs.

**SERVICE AREA** - The geographic area within which the funded project will provide services.

**SHAREHOLDER'S AGREEMENT** - A binding arrangement among a company's shareholders that ensures all shareholder rights are protected. It specifies how the company should operate and the shareholders' rights and obligations (including what happens when the company is dissolved). It also includes information on the regulation of the shareholders' relationship, the management of the company, ownership of shares and privileges and protection of shareholders. The agreement includes sections outlining the fair and legitimate pricing of shares (particularly when sold). It also allows shareholders to make decisions about what outside parties may become future shareholders and provides safeguards for minority positions.

**SITE CONTROL** - Documented proof of applicant's ownership or control of the property where grant activities will be conducted. Proof of site control includes all of the following documentation: documentation of the specific property location (address, city, state); documentation of a signed and dated deed or lease agreement between the applicant and property owner; and documentation in the agreement of the terms of the agreement, use of premises, and description of the site (prior use or new property, square footage, use of space for project).

**SOURCES AND USES OF FUNDS STATEMENT** - The sum of committed resources (e.g. grant funds, donations) for a specific project or activity and the purpose for which these funds will be used (e.g., operating expenses, acquisition of capital).

**STOCK** - The purchase of a share of ownership of a company. Stocks are sold by the original owner of a company to gain additional funds to help the company grow. Stock purchases under these awards are considered Equity Investments.

**SUB-AWARD** - Sub-awards are not permitted under this announcement. A sub-award is financial assistance made under a CED award by a grantee to an eligible sub-grantee or by a sub-grantee to a lower tier sub-grantee. The term includes financial assistance awarded to a sub-grantee for that entity's benefit, through any legal agreement. The term does not include goods and services procured by a grantee for its own benefit in carrying out its project. It does not include any form of assistance excluded from the definition of "award" under Federal regulations at 45 CFR Part 74. (Note: Equity investments and loan transactions are not sub-awards; these qualify as intangible property.)

**TECHNICAL ASSISTANCE** - A problem-solving event generally using the services of a specialist. Such services may be provided on-site, by telephone, or by other means of communication. These services address specific problems and are intended to assist with immediate resolution of a given problem or set of problems.

**TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF)** - The Federal block grant program authorized in Title I of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (Part A of Title IV under the Social Security Act), as amended.

## II. Award Information

Funding Instrument Type:	Grant
Estimated Total Funding:	\$32,500,000
Expected Number of Awards:	41
Award Ceiling:	\$800,000 Per Project Period
Award Floor:	\$0 Per Project Period
Average Projected Award Amount:	\$792,683 Per Project Period

## **Length of Project Periods:**

Projects that are non-construction related have a 36-month budget and project period. Projects that involve construction have a 60-month budget and project period.

## **Additional Information on Awards:**

Awards made under this announcement are subject to the availability of Federal funds.

Please see *Section IV.5 Funding Restrictions* for any restrictions on the use of grant funds awarded under this announcement.

## **III. Eligibility Information**

### **III.1. Eligible Applicants**

An applicant must be a private, non-profit CDC experienced in planning, developing, or managing low-income housing or community development activities. For purposes of this grant program, the CDC must be governed by a Board of Directors consisting of residents of the community and business and civic leaders. The CDC must have as a principal purpose: planning, developing, or managing low-income housing or community development activities.

Individuals, foreign entities, and sole proprietorship organizations are not eligible to compete for, or receive, awards made under this announcement.

Faith-based and community organizations that meet eligibility requirements are eligible to receive awards under this funding opportunity announcement.

### **III.2. Cost Sharing or Matching**

Cost Sharing / Matching Requirement: No

### **III.3. Other**

Grant awards will not be made to the same applicant under both the JOLI and the CED programs in FY 2010.

Prior to receiving funding, the applicant must demonstrate that it has secured control over the site where job creation activities will take place through a lease agreement or deed of ownership.

Applicants must play a substantive role in the project. Proposals in which the applicant is a conduit of funds to a third party will not be funded. This prohibition does not bar sub-contracting for specific services or activities needed to conduct the project.

Applicants will not be provided funding to a previously funded project to carry out the same work plan in the same target area.

## **Disqualification Factors**

Applications with requests that exceed the ceiling on the amount of individual awards as stated in *Section II. Award Information*, will be deemed non-responsive and will not be considered for funding under this announcement.

Applications that fail to satisfy the due date and time deadline requirements stated in *Section IV.3*.

*Submission Dates and Times*, will be deemed non-responsive and will not be considered for funding under this announcement.

See *Section IV.3. Submission Dates and Times* for disqualification information specific to electronically-submitted applications:

- Electronically-submitted applications that do not receive a date/time-stamp email indicating application submission on or before 4:30 p.m., eastern time, on the due date, will be disqualified and will not be considered for competition.
- Electronically-submitted applications that fail the checks and validations at [www.Grants.gov](http://www.Grants.gov) because the Authorized Organization Representative (AOR) does not have a current registration at the Central Contractor Registry (CCR) at the time of application submission will be disqualified and will not be considered for competition.

An applicant must document its eligibility as a Community Development Corporation for the purposes of this grant program. See section III.1 for additional eligibility certification. Failure to document CDC status will result in the application being deemed non-responsive and will not be considered for funding under this announcement.

## **Section IV. Application and Submission Information**

### **IV.1. Address to Request Application Package**

Standard Forms, assurances, and certifications are available at the ACF Forms webpage at [http://www.acf.hhs.gov/grants/grants\\_resources.html](http://www.acf.hhs.gov/grants/grants_resources.html).

Standard Forms are also available at the Grants.gov Forms Repository website at <http://apply07.grants.gov/apply/FormLinks?family=15>.

Rafael J. Elizalde  
Office of Community Services Operations Center  
Administration for Children and Families  
1515 Wilson Blvd., Suite 100  
Arlington , VA 22209  
Phone: 1-800-281-9519  
Email: [ocsgroups@acf.hhs.gov](mailto:ocsgroups@acf.hhs.gov)

#### **Federal Relay Service:**

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service for assistance at 1-800-877-8339 (TTY - Text Telephone or ASCII - American Standard Code For Information Interchange).

### **Section IV.2. Content and Form of Application Submission**



This section provides information on the required format, Standard Forms (SFs) and other forms, certifications, assurances, D-U-N-S requirement, project description, budget and budget justification, and methods of application submission. A checklist of required application elements is available for applicants' use in *Section VIII* of this announcement.

Applicants are required to submit one original and two copies of all application materials if applying in hard-copy. Applicants submitting applications electronically via [www.grants.gov](http://www.grants.gov) need not provide additional copies of their application materials. The original signature of the Authorized Organization Representative (AOR) is required only on the original copy. The AOR is named by the applicant, and is authorized to act for the applicant, to assume the obligations imposed by the Federal laws, regulations, requirements, and conditions that apply to the grant application or awards. A point of contact on matters involving the application must also be identified on the SF-424 at 8f. This point of contact, known as the Project Director or Principal Investigator, should not be identical to the person identified as the AOR.

### Formatting Requirements

The following format requirements apply:

1. **Page Limit.** The application is limited to 150 pages. This page limit includes the project narrative, as well as supporting materials that may be included in appendixes such as forms, resumes, letters of support, and other supporting documentation. Pages that exceed the page limit will be removed from the application before the application is sent to the review panel.
2. **Page Numbers.** All pages in the application, including appendixes, must be numbered.
3. **Table of Contents.** A table of contents correctly identifying page numbers for each of the Evaluation Criteria described in Section V and each Appendix must be provided.
4. **Organization.** The application should be organized according to the order of the criteria described in Section V and should address each sub-criterion. Applicants are advised to address each sub-criterion in the section where it is requested in order to facilitate reviewer evaluation of the application.
5. **Appendices.** Applications may include appendixes with supporting documentation. When an appendix is used, the body of the application should summarize the key points and include a reference to the more detailed material in the appendix.
6. **Data.** Data used to support the application should come from recent (within the past five years) published sources. Provide reference citations that include sufficient detail to allow a reviewer to obtain and verify statistics from the source data. Examples of acceptable sources include, but are not limited to, recent U.S. Census updates; state, county, city, or other government bodies; or associations or organizations that provide credible statistics related to the applicant's proposed project.

Each application must demonstrate compliance with all of the requirements described in *Section I: Funding Opportunity Description*, and must include all of the information described in *Section IV: Application and Submission Information*. To facilitate a completeness review, a checklist is provided in *Section VIII: Other Information*.

### Forms, Assurances, and Certifications

Applicants seeking financial assistance under this announcement must submit the listed Standard Forms (SFs), assurances, and certifications. All required Standard Forms, assurances, and certifications are available at [ACF Funding Opportunities Forms](#) or at the [Grants.gov Forms Repository](#) unless specified otherwise.

Forms / Assurances / Certifications	Submission Requirement	Notes / Description
-------------------------------------	------------------------	---------------------



SF-424 - Application for Federal Assistance  SF-P/PSL - Project/Performance Site Location(s)	Submission required for all applicants by the application due date.	Required for all applications
SF-424A - Budget Information - Non-Construction Programs  SF-424B - Assurances - Non-Construction Programs	Submission required for all applicants applying for a non-construction project by the application due date.	Required for all applications.
SF-424C - Budget Information - Construction Programs  SF-424D - Assurances - Construction Programs	Submission required for all applicants applying for a construction project by the application due date.	Required for all applications.
Certification Regarding Lobbying	Submission required of all applicants prior to award.	Required for all applications.
SF-LLL - Disclosure of Lobbying Activities, if applicable	If applicable, submission is required prior to award.	If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit the SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Applicants must furnish an executed copy of the Certification Regarding Lobbying prior to award.

The Pro-Children Act of 2001, 42 U.S.C. 7181 through 7184, imposes restrictions on smoking in facilities where federally funded children's services are provided. HHS grants are subject to these requirements only if they meet the Act's specified coverage. The Act specifies that smoking is prohibited in any indoor facility (owned, leased, or contracted for) used for the routine or regular provision of kindergarten, elementary, or secondary education or library services to children under the age of 18. In addition, smoking is prohibited in any indoor facility or portion of a facility (owned, leased, or contracted for) used for the routine or regular provision of federally funded health care, day care, or early childhood development, including Head Start services to children under the age of 18. The statutory prohibition also applies if such facilities are constructed, operated, or maintained with Federal funds. The statute does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, portions of facilities

used for inpatient drug or alcohol treatment, or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 per violation and/or the imposition of an administrative compliance order on the responsible entity.

By signing and submitting the application, applicants are making the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination.

Additional information on certifications and assurances may be found in the HHS Grants Policy Statement at: [http://www.acf.hhs.gov/grants/grants\\_related.html](http://www.acf.hhs.gov/grants/grants_related.html).

### **Non-Federal Reviewers**

Since ACF will be using non-Federal reviewers in the review process, applicants have the option of omitting from the application copies (not the original) specific salary rates or amounts for individuals specified in the application budget as well as Social Security Numbers, if otherwise required for individuals. The copies may include summary salary information. If applicants are submitting their application electronically, ACF will omit the same specific salary rate information from copies made for use during the review and selection process.

### **D-U-N-S Requirement**

All applicants must have a D&B Data Universal Numbering System (D-U-N-S) number. A D-U-N-S number is required whether an applicant is submitting a paper application or using the Government-wide electronic portal, [Grants.gov](http://Grants.gov). A D-U-N-S number is required for every application for a new award or renewal/continuation of an award, including applications or plans under formula, entitlement, and block grant programs. A D-U-N-S number may be acquired at no cost online at <http://www.dnb.com>. To acquire a D-U-N-S number by phone, contact the D&B Government Customer Response Center:

U.S. and U.S Virgin Islands: 1-866-705-5711

Alaska and Puerto Rico: 1-800-234-3867 (Select Option 2, then Option 1)

Monday - Friday 7 AM to 8 PM C.S.T.

The process to request a D-U-N-S® Number by telephone takes between 5 and 10 minutes. You will need to provide the following information:

- Legal Name
- Tradestyle, Doing Business As (DBA), or other name by which your organization is commonly recognized
- Physical Address, City, State and Zip Code
- Mailing Address (if separate)
- Telephone Number
- Contact Name
- SIC Code (Line of Business)
- Number of Employees at your location
- Headquarters name and address (if there is a reporting relationship to a parent corporate entity)
- Is this a home-based business?

## **The Project Description**

## **Part I: The Project Description Overview**

The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. The project description should be concise and complete. It should address the activity for which Federal funds are being requested. Supporting documents should be included where they can present information clearly and succinctly. In preparing the project description, information that is responsive to each of the requested evaluation criteria must be provided. Awarding offices use this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application in a manner that is clear and complete.

### **General Expectations and Instructions**

ACF is particularly interested in specific project descriptions that focus on outcomes and convey strategies for achieving intended performance. Project descriptions are evaluated on the basis of substance and measurable outcomes, not length. Extensive exhibits are not required. Cross-referencing should be used rather than repetition. Supporting information concerning activities that will not be directly funded by the grant or information that does not directly pertain to an integral part of the grant-funded activity should be placed in an appendix.

## **Part II: General Instructions for Preparing a Full Project Description**

### **Introduction**

Applicants that are required to submit a full project description shall prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria. The topics listed in this section provide a broad overview of what the project description should include while the Criteria in *Section V.1* identify the measures that will be used to evaluate applications.

### **Letter of Intent**

Applicants are strongly encouraged to notify ACF of their intention to submit an application under this announcement. Please submit the letter of intent by the deadline date listed in Section IV.3 Submission Dates and Times. The letter of intent should include the following information: number and title of this announcement; the name and address of the applicant organization; and/or Fiscal Agent (if known); and the name, phone number, fax number and email address of a contact person. Letter of intent information will be used to determine the number of expert reviewers needed to evaluate applications. The letter of intent is **optional**. Failure to submit a letter of intent will not impact eligibility to submit an application and will not disqualify an application from competitive review.

This information is used only to determine the number of expert reviewers needed to review the applications. Letters of intent should include the Funding Opportunity Number (HHS-2010-ACF-OCS-EE-0001) and the title of this announcement (Community Economic Development Projects). Please submit letters of intent to:

Rafael J. Elizalde  
Office of Community Services Operations Center  
Administration for Children and Families  
1515 Wilson Blvd., Suite 100  
Arlington, VA 22209

Email: [ocsgrants@acf.hhs.gov](mailto:ocsgrants@acf.hhs.gov)

## **Table of Contents**

List the contents of the application including corresponding page numbers.

## **Project Summary/Abstract**

Provide a summary of the application's project description. The summary must be clear, accurate, concise, and without reference to other parts of the application. The abstract must include a brief description of the proposed grant project including the needs to be addressed, the proposed services, and the population group(s) to be served.

Please place the following at the top of the abstract:

- Project Title
- Applicant Name
- Address
- Contact Phone Numbers (Voice, Fax)
- E-Mail Address
- Web Site Address, if applicable

The project abstract must be single-spaced and limited to one page in length.

## **Objectives And Need For Assistance**

Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance including the nature and scope of the problem must be demonstrated, and the principal and subordinate objectives of the project must be clearly and concisely stated; supporting documentation, such as letters of support and testimonials from concerned interests other than the applicant, may be included. Any relevant data based on planning studies or needs assessments should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as needed. In developing the project description, the applicant may volunteer or be requested to provide information on the total range of projects currently being conducted and supported (or to be initiated), some of which may be outside the scope of the program announcement.

## **Approach**

Outline a plan of action that describes the scope and detail of how the proposed work will be accomplished. Account for all functions or activities identified in the application. Cite factors that might accelerate or decelerate the work and state your reason for taking the proposed approach rather than others. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.

Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function or activity in such terms as the number of people to be served and the number of activities accomplished. Data may be organized and presented as project tasks and subtasks with their corresponding timelines during the project period. For example, each project task could be assigned to a row in the first column of a grid. Then, a unit of time could be assigned to each subsequent column, beginning with the first unit (i.e., week, month, quarter) of the project and ending with the last. Shading, arrows, or other markings could be used across the applicable grid boxes or cells, representing units of time, to indicate the approximate

duration and/or frequency of each task and its start and end dates within the project period.

When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

Provide a list of organizations, cooperating entities, consultants, or other key individuals who will work on the project, along with a short description of the nature of their effort or contribution.

### **Approach: Project Implementation**

The application must provide a clear overview of the nature of the project and how the new businesses or jobs will be created. A clear description will discuss whether the project is construction or non-construction and whether the project involves business creation, business expansion, or equity stock or loan investment. It will further present a clear and well-conceived overall approach to the project, including detail demonstrating that the project will be implemented in a way that will achieve the program's goals and objectives. An implementation plan that provides sufficient detail for a reviewer to clearly understand how each aspect of the project will be implemented is helpful in demonstrating feasibility.

Such an implementation plan might include a list of milestones, linkages to proposed project outcomes, a discussion of how those milestones will be achieved, and an analysis of any factors that might affect the schedule and proposed strategies for dealing with them. A quarterly timeline covering all years of the project and identifying when the specific milestones will be achieved can help document that the new positions to be created will be in place at least one year before the anticipated project end date.

The application must demonstrate that the project will create positions in a viable industry. This can be accomplished by discussing the industry's short- and long-term position outlook and identifying any critical risks relating to the industry.

The application must present market research analyzing competition, estimated market share and sales, and analyzing customer base by market segment, size, and trends.

The applicant must provide evidence that a viable recruitment strategy and tracking system has been established to ensure that a minimum of 75 percent of the new positions are filled by low-income individuals. The application must demonstrate that the strategy will focus on the number of positions created, rather than the number of individuals hired to fill them over the course of the grant. The recruitment plan must include a viable approach to obtaining and documenting low-income referrals obtained through memorandums of understanding with social service providers such as TANF, child support agencies, and other sources.

The application must demonstrate that the physical facility required to operate the project can be secured. Providing evidence of site control is one way to demonstrate that this aspect of the project's approach is viable. A discussion of the procedures that will be used to acquire any required equipment also demonstrates the grantee's readiness to undertake the project in compliance with all program requirements.

The application must demonstrate that the number and types of new full-time positions that will be created are appropriate for the project. Information that can help support an assertion that a proposed position is appropriate might include position title and a summary description of the duties associated with the position; anticipated starting wage or salary; a projection of wage or salary growth opportunities; and employee benefits that will be offered with the position or an explanation of why no benefits are required.

The application must demonstrate that the positions will be sustained for at least one year after the end of the grant period. One way that this can be accomplished is by providing a growth plan that lists the steps that

will be taken to set up the project solidly and position it for continued success after the end of the grant period. A discussion of the continued need for the positions after the end of the grant period also can be helpful.

### **Approach: Financial Viability**

The application must demonstrate how to implement the applicant will ensure that adequate resources will be available to implement the project as described in the Approach with or without additional project partners such investors, donors, subsidiary organizations, entities receiving an equity investment from the grantee, or a more experienced CDC. If the applicant does not need outside resources to carry out the project, the application should clearly explain how each part of the project will be accomplished using CED funds and resources provided by the applicant only.

The application must demonstrate that the applicant has the capacity to responsibly manage the proposed Federal funds. One acceptable form of evidence is a signed statement from a certified, licensed public accountant certifying the applicant's capacity to manage funds responsibly, and its ability to adequately protect any Federal funds awarded under the application through a financial management system that complies with 45 CFR Part 74.

For Projects that involve partners that will directly and indirectly spend CED funds only: If the applicant proposes to partner with organizations that will directly or indirectly spend CED funds, the application should provide a partnership agreement between the applicant and the project partner that includes a description of roles and the relationship between the applicant and project partner. The agreement should be signed by all parties. Such an agreement should address topics such as ensuring that a minimum of 75 percent of the positions created and tracked as a result of the project partner's involvement in the project will be filled by low-income individuals; ensuring that prospective candidates for positions to be filled by low-income individuals will be recruited and verified as eligible under the program; that strategies for retention of low-income individuals in the newly created positions have been established; that detailed records documenting appropriate expenditures of grant funds will be provided regularly; that there will be cooperation with monitoring efforts; and that the project partner will maintain accurate, unduplicated counts of positions created, as distinct from the number of individuals hired to fill them over the course of the grant.

The application must also demonstrate the project partner's financial viability, and include evidence that the partner has the capacity to responsibly manage the proposed Federal funds.

For an established entity, evidence might include a statement from a certified, licensed public accountant certifying the project partner's capacity to manage funds responsibly, and its ability to adequately protect any Federal funds awarded under the application through a financial management system that complies with 45 CFR Part 74, along with a financial statement stating that the organization is financially healthy.

For a newly-established entity, an official such as an executive director or board member authorized to make decisions on behalf of the organization might attest to financial viability by providing a signed statement agreeing to establish a financial management system, developed in accordance with 45 CFR Part 74, within six months of incorporation of the new entity, along with a signed financial statement stating that the organization is financially healthy.

For Equity Stock Investment Projects Only: If the applicant proposes to use the CED funds as an equity stock investment, the application should demonstrate that any equity stock investment agreement will be in compliance with 45 CFR Part 74.36 concerning intangible property. To demonstrate compliance, a equity stock investment agreement might include: the purpose(s) for which the applicant will make the equity stock investment; the type of equity stock transaction (such as: stock purchase); the cost-per-share and basis on which the applicant derived the cost-per-share; the number of shares the applicant will purchase; the

percentage of applicant ownership in the business; and the term or duration of the agreement.

If the grantee's equity stock investment equals 25 percent or more of the businesses' assets, the applicant should demonstrate adequate representation on the board, for example by specifying the total number of seats on the Board and the number of seats to be held by the grantee.

**For Loan or Revolving Loan Fund Projects Only:** If the applicant proposes to use the CED funds as a loan or revolving loan fund, the application should demonstrate that loan agreements will ensure compliance with 45 CFR Part 74.36 concerning intangible property. To demonstrate compliance, loan agreements might include: the purpose(s) for which the applicant will make a loan; the interest rates and other fees; the loan period; the repayment schedule; the collateral security required; the default and collection procedures; and the signatures of the authorized officials of the lender and borrower.

### **Approach: Financial Strategies**

The application must demonstrate that the applicant has an acceptable financial plan for the project. An acceptable plan should demonstrate that the project will be economically feasible by the conclusion of the grant period: three years for non-construction and five years for construction projects. In addition, the plan should demonstrate that the project will remain viable for at least one year after the end of the grant period.

Supporting documentation that could contribute to demonstrating financial feasibility might include profit and loss forecasts or pro forma, cash flow projections, balance sheets, and sources and uses of funds statements for all funds available to the project. Documentation is further enhanced when it includes details about both CED and non-CED funding sources (if applicable) and itemizes expenses by funding source.

The application must further demonstrate that the financial estimates are grounded in solid assumptions. This can be accomplished by providing a narrative discussing the necessity, reasonableness, and allocation of the proposed costs. A convincing narrative would include a discussion of each line item and a calculation for each object class, along with estimation methods, quantities, unit costs, and other similar detail sufficient for verification of the calculation.

The application must demonstrate that the applicant will adhere to the CED requirements pertaining to CED cost per position created (\$20,000 for non-construction and \$25,000 for construction projects). The cost per position created is equal to the applicant's total grant request divided by the number of jobs to be created.

**For Construction Projects Only:** the application must demonstrate that financial plans include all construction aspects of the project, including property acquisition costs, predevelopment costs, architectural costs, engineering costs, environmental study costs, costs for building permit acquisition and use, occupancy costs, and hard construction costs.

**For Loan or Revolving Loan Fund Projects Only:** the application should demonstrate that loans backed with CED funding will support low-income borrowers through lower interest rates than traditional loans.

### **Evaluation**

Provide a narrative addressing how the conduct of the project and its results will be evaluated. In addressing the evaluation of results, state what measures will be used to determine the extent to which the project has achieved its stated objectives and the extent to which the accomplishment of objectives can be attributed to the project. Discuss the criteria to be used to evaluate results, and explain the methodology that will be used to determine if the needs identified and discussed are being met and if the project results and benefits are being achieved. With respect to the conduct of the project, define the procedures to be employed to determine whether the project is being conducted in a manner consistent with the work plan presented and

discuss the impact of the project's various activities that address the project's effectiveness.

### **Logic Model**

Applicants are expected to use a model for designing and managing their project. A logic model is a one-page diagram that presents the conceptual framework for a proposed project and explains the links among program elements. While there are many versions of logic models, for the purposes of this announcement the logic model should summarize the connections between the:

- Goals of the project (e.g., objectives, reasons for proposing the interventions, if applicable);
- Assumptions (e.g., beliefs about how the program will work and its supporting resources. Assumptions should be based on research, best practices, and experience);
- Inputs (e.g., organizational profile, collaborative partners, key staff, budget);
- Activities (e.g., approach, listing key intervention, if applicable);
- Outputs (i.e., the direct products or deliverables of program activities); and
- Outcomes (i.e., the results of a program, typically describing a change in people or systems).

### **Project Sustainability Plan**

Provide a plan for sustainability that details how the proposed project approach will create project self-sufficiency and help to ensure that the impact of the project will continue after Federal assistance has ended. The applicant may include information on plans to secure additional financial resources.

### **Organizational Capacity**

- Organizational charts
- Board of Directors
- Financial statements adhering to Generally Accepted Accounting Principles (GAAP)
- Audit reports or statements from Certified Public Accountants/Licensed Public Accountants
- Contact persons and telephone numbers
- Names of bond carriers
- Child care licenses and other documentation of professional accreditation
- Information on compliance with Federal/State/local government standards
- Documentation of experience in the program area
- Personnel policies
- Any other pertinent information the applicant deems relevant.

Provide a biographical sketch or resume for each key person appointed. Resumes should be no more than two pages in length. Job descriptions for each vacant key position should be included as well. As new key staff are appointed, biographical sketches or resumes will also be required.

### **Letters Of Support**

Provide statements from community, public, and commercial leaders that support the project proposed for funding. All submissions should be included in the application package or by the application deadline.



## **Budget and Budget Justification**

Provide a budget with line-item detail and detailed calculations for each budget object class identified on the Budget Information Form (SF-424A or SF-424C). Detailed calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching is a requirement, include a breakout by the funding sources identified in Block 18 of the SF-424.

Provide a narrative budget justification for the first year of the proposed project. The narrative budget justification should describe how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

### **General**

Use the following guidelines for preparing the budget and budget justification. Both Federal and non-Federal resources (when required) shall be detailed and justified in the budget and budget narrative justification. "Federal resources" refers only to the ACF grant funds for which you are applying. "Non-Federal resources" are all other non-ACF Federal and non-Federal resources. It is suggested that budget amounts and computations be presented in a columnar format: first column, object class categories; second column, Federal budget; next column(s), non-Federal budget(s); and last column, total budget. The budget justification should be in a narrative form.

### **Personnel**

Description: Costs of employee salaries and wages.

Justification: Identify the project director or principal investigator, if known at the time of application. For each staff person, provide: the title; time commitment to the project in months; time commitment to the project as a percentage or full-time equivalent; annual salary; grant salary; wage rates; etc. Do not include the costs of consultants, personnel costs of delegate agencies, or of specific project(s) and/or businesses to be financed by the applicant.

### **Fringe Benefits**

Description: Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

Justification: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, Federal Insurance Contributions Act (FICA) taxes, retirement insurance, taxes, etc.

### **Travel**

Description: Costs of project-related travel by employees of the applicant organization. (This item does not include costs of consultant travel).

Justification: For each trip show: the total number of traveler(s); travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used to travel out of town; and other transportation costs and subsistence allowances. If appropriate for this project, travel costs for key staff to attend ACF-sponsored workshops should be detailed in the budget.

## **Equipment**

Description: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost that equals or exceeds the lesser of: (a) the capitalization level established by the organization for the financial statement purposes, or (b) \$5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation, shall be included in or excluded from acquisition cost in accordance with the organization's regular written accounting practices.)

Justification: For each type of equipment requested provide: a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use on the project; as well as use and/or disposal of the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy, or section of its policy, that includes the equipment definition.

## **Supplies**

Description: Costs of all tangible personal property other than that included under the Equipment category.

Justification: Specify general categories of supplies and their costs. Show computations and provide other information that supports the amount requested.

## **Contractual**

Description: Costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, construction, etc. Include thirdparty evaluation contracts, if applicable, and contracts with secondary recipient organizations, including delegate agencies and specific project(s) and/or businesses to be financed by the applicant.

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open and free competition. Recipients and subrecipients, other than States that are required to use 45 CFR Part 92 procedures, must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed at 41 U.S.C. 403(11), currently set at \$100,000. Recipients may be required to make pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc. available to ACF.

Note: Whenever the applicant intends to delegate part of the project to another agency, the applicant must provide a detailed budget and budget narrative for each delegate agency, by agency title, along with the same supporting information referred to in these instructions.

## **Construction**

Description: Costs of construction by applicant or contractor.

Justification: Provide a detailed budget and narrative in accordance with the instructions for other object class categories. Identify which construction activities/costs will be contractual and those that the applicant will assume.

## **Other**

Description: Enter the total of all other costs. Such costs, where applicable and appropriate, may include but are not limited to: local travel; insurance; food; medical and dental costs (noncontractual); professional services costs; space and equipment rentals; printing and publication; computer use; training costs, such as tuition and stipends; staff development costs; and administrative costs.

Justification: Provide computations, a narrative description and a justification for each cost under this category.

## **Indirect Charges**

Description: Total amount of indirect costs. This category should be used only when the applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant Federal agency.

Justification: An applicant that will charge indirect costs to the grant must enclose a copy of the current rate agreement. If the applicant organization is in the process of initially developing or renegotiating a rate, upon notification that an award will be made, it should immediately develop a tentative indirect cost rate proposal based on its most recently completed fiscal year, in accordance with the cognizant agency's guidelines for establishing indirect cost rates, and submit it to the cognizant agency. Applicants awaiting approval of their indirect cost proposals may also request indirect costs. When an indirect cost rate is requested, those costs included in the indirect cost pool should not be charged as direct costs to the grant. Also, if the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

## **Program Income**

Description: The estimated amount of income, if any, expected to be generated from this project.

Justification: Describe the nature, source and anticipated use of program income in the budget or refer to the pages in the application that contain this information.

## **Paperwork Reduction Disclaimer**

As required by the Paperwork Reduction Act of 1995, Pub.L. 104-13, the public reporting burden for the Project Description is estimated to average 40 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection information. The Project Description information collection is approved under OMB control number 0970-0139, which expires 11/30/2012. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

## Application Submission Options

### Electronic Submission via [www.Grants.gov](http://www.Grants.gov)

- ACF will not accept applications via facsimile or email.
- The Funding Opportunity Announcement is found on the Grants.gov website at <http://www.grants.gov> where the electronic application can be downloaded for completion.
- To apply electronically, applicants must be registered with Grants.gov, Dun and Bradstreet, and the Central Contractor Registry (CCR).
- Electronically submitted applications must be submitted and time/date stamped by the due date and receipt time described in *Section IV.3. Submission Dates and Times*, of this announcement.
- To submit an application through Grants.gov, the applicant must be an Authorized Organization Representative (AOR) for their organization and must have a current registration with the Central Contractor Registry (CCR).
- **Central Contractor Registry (CCR) registration must be updated annually.** Electronically submitted applications will not pass the validation check at Grants.gov if the AOR does not have a current CCR registration and electronic signature credentials.
- Applications rejected by Grants.gov for an unregistered AOR will be disqualified and will not be considered for competition.
- Additional guidance on the submission of electronic applications can be found at [http://www.acf.hhs.gov/grants/registration\\_checklist.html](http://www.acf.hhs.gov/grants/registration_checklist.html).
- If difficulties are encountered in using Grants.gov, applicants must contact the Grants.gov Contact Center at: 1-800-518-4726, or by email at [support@grants.gov](mailto:support@grants.gov), to report the problem and obtain assistance.
- Applicants are advised to retain Grants.gov Contact Center service ticket number(s) as they may be needed for future reference.
- Applicants that submit their applications electronically are encouraged to retain a hard copy of their application.
- It is to an applicant's advantage to submit their applications 24 hours in advance of the closing date and time.

**Contact with the Grants.gov Contact Center prior to the listed due date and time does not ensure acceptance of your application. If difficulties are encountered, the Grants Management Officer (GMO) will make a determination whether the issues are due to system errors or user error.**

## Hard Copy Submission

Applicants that are submitting their application in paper format should submit one original and two copies of the complete application with all attachments. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by the Authorized Organization Representative (AOR), and be unbound. The original copy of the application must have original signature(s). See *Section IV.6* of this announcement for address information for hard copy application submissions.

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.3. Submission Dates and Times* of this announcement.

### IV.3. Submission Dates and Times

Due Date for Letter of Intent: **06/14/2010**

Due Date for Applications: **07/01/2010**

#### Explanation of Due Dates

The due date for receipt of applications is listed in this section. Applications received after 4:30 p.m., eastern time, on the due date will be classified as late and will not be considered in the current competition.

Applicants are responsible for ensuring that applications are received by mail, hand-delivery, or submitted electronically well in advance of the application due date and time.

#### Mailed Applications

Mailed applications must be **received** no later than 4:30 p.m., eastern time, at the address provided in *Section IV.6* of this announcement on the due date listed in this section.

#### Hand-Delivered Applications

Applications hand-delivered by applicants, applicant couriers, other representatives of the applicant, or by overnight/express mail couriers must be **received** on, or before, the due date listed in this section, between the hours of 8:00 a.m. and 4:30 p.m., eastern time, Monday through Friday (excluding Federal holidays). Applications should be delivered to the address provided in *Section IV.6* of this announcement.

#### Electronically-Submitted Applications

ACF cannot accommodate transmission of applications by facsimile or email. Instructions for electronic submission through [www.Grants.gov](http://www.Grants.gov) may be found at [http://www.acf.hhs.gov/grants/registration\\_checklist.html](http://www.acf.hhs.gov/grants/registration_checklist.html).

After the application is submitted electronically via Grants.gov, the applicant will receive three emails. The following emails will be sent to the applicant from Grants.gov:

1. An automatic acknowledgement from Grants.gov of the application's submission that provides a Grants.gov tracking number.

**The date/time-stamp in this email serves as the official record of your application submission.**

**The date/time-stamp must reflect a submission time on or before 4:30 p.m., eastern time, on the application due date for the application to be considered as meeting the due date and to be considered for competition.**

2. An acknowledgement from Grants.gov that the submitted application package has passed or failed a series of checks and validations.  
**Applications that fail the validation check at Grants.gov because the Authorized Organization Representative (AOR) is not currently registered with the Central Contractor Registry (CCR) will be disqualified and will not be considered for competition.**
3. An additional email from the Administration for Children and Families (ACF) will be sent to the applicant indicating that the application has been retrieved from Grants.gov and received by ACF.

### **Late Applications**

**No appeals will be considered for applications classified as late under the three cited circumstances:**

- **Hard-copy applications received after 4:30 p.m., eastern time, on the due date will be classified as late and will be disqualified.**
- **Electronically-submitted applications are considered late and are disqualified when the date/time-stamp received by email from [www.Grants.gov](http://www.Grants.gov) is after 4:30 p.m., eastern time, on the due date.**
- **Electronically-submitted applications submitted by an AOR that does not have a current registration with the Central Contractor Registry (CCR) will be rejected by Grants.gov. Although the applicant may have an acceptable dated and time-stamped email from Grants.gov, these applications are considered late and are disqualified and will not be considered for competition.**

### **Extension/Waiver of Due Date and Receipt Time**

ACF may extend an application due date and receipt time when circumstances such as natural disasters occur (floods, hurricanes, etc.); when there are widespread disruptions of mail service; or in other rare cases. The determination to extend or waive due date and receipt time requirements rests with ACF's Chief Grants Management Officer.

### **Acknowledgement of Received Application**

ACF will provide acknowledgement of receipt of hard copy application packages submitted via mail or courier services.

Applicants who submit their application packages electronically via <http://www.Grants.gov> will receive two email acknowledgements from that website:

1. Your application has been submitted and provides a Time/Date Stamp. **This is considered the official submission time.**
2. Your application has been validated and provides a Time/Date Stamp. See the previous section on **disqualification for failing validation check because of an unregistered Authorized Organization Representative.**

An acknowledgement email from the Administration on Children and Families (ACF) indicating that the application has been retrieved and received by ACF will be sent to applicants that apply via <http://www.Grants.gov>

#### **IV.4. Intergovernmental Review of Federal Programs**

This program is covered under Executive Order (E.O.) 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." Under the Executive Order, States may design their own processes for reviewing and commenting on proposed Federal assistance under covered programs.

Applicants should go to the following URL for the official list of the jurisdictions that have elected to participate in E.O. 12372 [http://www.whitehouse.gov/omb/grants\\_spoc/](http://www.whitehouse.gov/omb/grants_spoc/).

Applicants from participating jurisdictions should contact their SPOC, as soon as possible, to alert them of their prospective applications and to receive instructions on their jurisdiction's procedures. Applicants must submit all required application materials to the SPOC and indicate the date of submission on the Standard Form (SF) 424 at item 19.

Under 45 CFR 100.8(a)(2), a SPOC has 60 days from the application due date to comment on proposed new awards.

SPOC comments may be submitted directly to ACF to: U.S. Department of Health and Human Services, Administration for Children and Families, Office of Grants Management, Division of Discretionary Grants, 370 L'Enfant Promenade SW., 6th Floor East, Washington, DC 20447.

Entities that meet the eligibility requirements of this announcement are still eligible to apply for a grant even if a State, Territory or Commonwealth, etc., does not have a SPOC or has chosen not to participate in the process. Applicants from non-participating jurisdictions need take no action with regard to E.O. 12372. Applications from Federally-recognized Indian Tribal governments are not subject to E.O. 12372.

#### **IV.5. Funding Restrictions**

Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions, are considered unallowable costs under grants awarded under this announcement.

Grant awards will not allow reimbursement of pre-award costs.

#### **IV.6. Other Submission Requirements**

Submit applications to one of the following addresses:

##### **Submission By Mail**

Katrina Morgan  
Office of Community Services Operational Center  
Administration for Children and Families  
1515 Wilson Blvd., Suite 100  
Arlington , VA 22209

##### **Hand Delivery**

Katrina Morgan

Office of Community Services Operational Center  
Administration for Children and Families  
1515 Wilson Blvd., Suite 100  
Arlington , VA 22209

### Electronic Submission

See *Section IV.2* for application requirements and for guidance when submitting applications electronically via <http://www.Grants.gov>.

For all submissions, see *Section IV.3* for information on due dates and times.

## V. Application Review Information

### V.1. Criteria

Applications will be reviewed and evaluated against the Evaluation Criteria outlined in detail in the following sections. Information should be stated clearly and succinctly, linking the organization's proposal to the evaluation criteria. Applicants should focus on *who* will be responsible for achieving the outcomes of the project, *why* completion of these activities will help address stated needs, *how* the proposed activities will be carried out, *when* the proposed activities will occur and *what* financial and programmatic resources will ensure successful completion of proposed activities.

The number of points assigned to each criterion indicates the relative importance of that factor to OCS. Applicants should address each criterion in the section where it is requested to ensure that the reviewers can properly evaluate the application.

Each application must demonstrate compliance with all of the program elements described in *Section I: Funding Opportunity Description*, and must include all of the information described in *Section IV: Application and Submission Information*. To facilitate a completeness review, a checklist is provided in *Section VIII: Other Information*.

#### OBJECTIVES AND NEED FOR ASSISTANCE

**Maximum Points: 5**

In reviewing the objectives and need for assistance, reviewers will consider the extent to which:

A. The application demonstrates that the project's goals and objectives for business development, job creation, and contributing to community revitalization align with the goals and objectives of the CED program.

B. The application demonstrates that the project is needed to create or expand businesses and create new jobs. Applications can demonstrate a project is needed by discussing the lack of jobs in the area that low-income people can get or keep and explaining that barriers to self-sufficiency are insufficiently addressed by other organizations/projects in the area.

C. The application identifies ways in which the project can help address personal and community barriers that prevent low-income individuals from successfully obtaining and holding jobs, or creating successful businesses in the community to be served. Examples of personal barriers include: lack of adequate, affordable child care; lack of public transportation; lack of markets; unavailability of financing, insurance or bonding; inadequate social services such as employment services and job training; high incidence of crime; inadequate health care; or environmental hazards such as toxic dump sites or leaking underground tanks. Examples of community barriers include: limited education, substance abuse, insufficient life skills,



criminal history, health problems, or disability.

D. The application demonstrates that the project will meet the program's objectives by serving low-income individuals, through a project located in a low-income community and that all businesses and positions created under the project will be located within the project's service area.

E. The application provides evidence that both the unemployment rate and the poverty rate within the project's service area are equal to or greater than the state or national level. Data used to support the application should come from recent (within the past five years) published sources. Provide reference citations that include sufficient detail to allow a reviewer to obtain and verify statistics from the source data. Examples of acceptable sources include, but are not limited to, recent U.S. Census updates; state, county, city, or other government bodies; or associations or organizations that provide credible statistics related to the applicant's proposed project.

## **APPROACH**

**Maximum Points: 45**

### **1. Project Implementation (20 Points)**

In reviewing the project implementation strategy, reviewers will consider the extent to which:

A. The application presents a clear and well-conceived overall approach to the project, with a sound and feasible implementation plan that is consistent with the expectations described in this announcement. A quarterly timeline covering all years of the project and identifying when the specific milestones will be achieved can help document that the new positions to be created will be in place at least one year before the anticipated project end date. The overall plan reflects a clear understanding of the program as described in this program announcement.

B. The application demonstrates that the project will create positions in a viable industry with promising short- and long-term job outlooks.

C. The application presents market research indicating that the business will be viable in terms of competition, anticipated market, customer base, and market trends.

D. The application proposes a recruitment strategy and tracking system that will result in a minimum of 75 percent of the new positions being filled by low-income individuals, as established by counting the number of *positions* created, not the number of individuals hired to fill them over the course of the grant. The recruitment plan should include a sound and feasible plan for obtaining and documenting low-income referrals with social service providers such as TANF, child support agencies, and other sources.

E. The application demonstrates that the physical facility and other equipment required to operate the project will be secured in ways that are consistent with the expectations described in this announcement. Proof that the physical facility will be secured includes documentation of the specific property location (address, city, state); documentation of a signed and dated deed or lease agreement between the applicant and property owner; documentation in the agreement of the terms of the agreement, use of premises, and description of the site (prior use or new property, square footage, use of space for project).

F. The number and types of new full-time positions that will be created are appropriate for the project and will provide starting wages, wage growth opportunities, and employee benefits that will allow families to achieve self-sufficiency.

G. The application demonstrates that the project will be solidly positioned for continued success after the end of the grant period, and that the positions will be sustained for at least one year after the end of the

grant period.

## **2. Financial Viability (15 Points)**

In reviewing the applicant's financial viability, reviewers will consider the extent to which:

A. The application demonstrates how the applicant will ensure that adequate resources will be available for the project, either with or without additional investors, donors, subsidiary organizations, and/or subcontractors. Resources applicants are expected to secure for the project include the following: staff, facilities, equipment, supplies, and funding.

B. The application demonstrates the capacity to responsibly manage the proposed Federal funds and to adequately protect any Federal funds awarded under the application through a financial management system that complies with 45 CFR Part 74.

C. *For Projects that Involve Partners that will Directly and Indirectly Spend CED Funds Only:* The application demonstrates that procedures are in place to ensure that all project partners that will be responsible for directly or indirectly spending CED funds will comply with all program requirements. This would include ensuring that a minimum of 75 percent of the positions created as a result of the partnership involvement in the project will be filled by qualified low-income individuals, that appropriate efforts will be made to retain the recruited individuals in the newly-created positions, that grant funds will be expended appropriately, and that the partner will cooperate with all record-keeping and monitoring requirements.

D. *For Projects that Involve Partners that will Directly and Indirectly Spend CED Funds Only:* The application demonstrates all project partners that will be responsible for directly or indirectly spending CED funds are financially viable, and has the capacity to responsibly manage any Federal funds awarded under the application through a financial management system that complies with 45 CFR Part 74.

E. *For Equity Stock Investment Projects Only:* The application demonstrates that the project will fully comply with 45 CFR Part 74.36 concerning intangible property. One way to demonstrate compliance is to provide a sample agreement that includes: the purpose(s) for which the applicant will make the equity stock investment; the type of equity stock transaction (such as: stock purchase); the cost-per-share and basis on which the applicant derived the cost-per-share; the number of shares the applicant will purchase; the percentage of applicant ownership in the business; and the term or duration of the agreement.

F. *For Loan or Revolving Loan Fund Projects Only:* The application demonstrates that the project will fully comply with 45 CFR Part 74.36 concerning intangible property. One way to demonstrate compliance is to provide a model agreement that includes: the purpose(s) for which the applicant will make a loan; the interest rates and other fees; the loan period; the repayment schedule; the collateral security required; the default and collection procedures; and the signatures of the authorized officials of the lender and borrower.

## **3. Financial Strategies (10 Points)**

In reviewing the applicant's financial strategies, reviewers will consider the extent to which:

A. The application provides an acceptable financial plan for the project, demonstrating that the project will be economically feasible by the conclusion of the grant period, and for at least one year thereafter. The financial plan clearly demonstrates that the proposed costs are reasonable and necessary to carry out the activities proposed in the application.

B. The application demonstrates convincingly that the CED cost per position created will not exceed \$20,000 in a non-construction project and \$25,000 in a construction project. The cost per job created equals the total grant request divided by the number of jobs to be created.

*C. For Construction Projects Only:* the application demonstrates that financial plans include all construction costs and that all costs are appropriately justified as reasonable and necessary to carry out the activities proposed in the application. Construction costs include: property acquisition costs, predevelopment costs, architectural costs, engineering costs, environmental study costs, costs for building permit acquisition and use, occupancy costs, and hard construction costs.

*D. For Loan or Revolving Loan Fund Projects Only:* the application should demonstrate that loans backed with CED funding will support low-income borrowers through lower interest rates than traditional loans.

## **BUDGET AND BUDGET JUSTIFICATION**

**Maximum Points: 10**

In reviewing the budget and budget justification, reviewers will consider the extent to which:

A. The application demonstrates that the amount of funds available for the project (CED and non-CED) is commensurate with the level of effort necessary to accomplish the goals and objects of the project.

B. The application clearly links the proposed expenditures to the proposed activities. The application demonstrates, in sufficient detail for a reviewer to evaluate the appropriateness and reasonableness of the line items proposed, that the proposed budget is appropriate for accomplishing the proposed project.

C. The application demonstrates that the budget includes funds for all required items. This would include travel for one staff member to attend a training and technical assistance conference in Washington, D.C. during each year of the grant and, if the applicant is partnering with an experienced CDC, funds to cover the costs of this support (for example, travel costs, payments to cover staff time).

D. If non-CED funds are required for the project, the application provides evidence that all capital requirements have been met through financing, cash resources, or in-kind contributions. If non-CED financing is required to fully implement the project, the extent to which the application provides evidence of firm commitments for loans, municipal or state tax credits, equity stock investments, or other supporting grants. If non-CED cash resources are required (except for those contributed directly by the applicant and supported by an applicant financial statement of cash available) the extent to which unconditional financial commitments from the investors making the contribution are documented. If non-CED in-kind contributions of personal property are required, the extent to which the value of those contributions is documented through techniques such as an inventory valuation for equipment and/or a certified appraisal for real property. If the applicant does not intend to use non-CED funds to finance the project, the grantee should demonstrate why non-CED funds are not necessary to accomplish the project.

## **PUBLIC SUPPORT**

**Maximum Points: 10**

### **1. Public Agency Agreement**

In reviewing public agency agreements, reviewers will consider the extent to which:

A. The agreement establishes relationships with public assistance and other agencies responsible for administering child support enforcement, TANF, and employment education and training programs (for example, the Department of Labor's ETA-funded One-Stop Career Centers) that are adequate to support the proposed project.

B. The agreement describe the roles and responsibilities the applicant and public agency will have to support the project.

C. The agreement is formalized in the form of a MOU, partnership agreement, or letter of commitment

signed and dated by applicant and public agency staff with signature authority:

## 2. Community Letters

In reviewing letters of support from public officials, reviewers will consider the extent to which:

- A. The letter of support describes the public official's relationship to the applicant.
- B. The letter of support demonstrates knowledge of the applicant's experience and qualifications.
- C. The letter of support describes government and/or community support for the project.

## EVALUATION

**Maximum Points: 5**

In reviewing the applicant's plans for evaluating the project, reviewers will consider the extent to which:

- A. The application provides a plan for evaluating the entire project that will answer the question "What did this project accomplish, and why was the project successful or unsuccessful?" The application explains how the project's ongoing accomplishments will be measured and compared with projected accomplishments using concrete measures related to the logic model. The application demonstrates the evaluation will include process measures (e.g., effectiveness of the recruitment strategy, effectiveness of training programs) and outcome measures (e.g., number of jobs for low-income individuals created) that can be used to improve future operations and evaluate project accomplishments.
- B. The application demonstrates the logical connections between the project activities discussed in the Approach section and the outcomes discussed in the Objectives and Need for Assistance section.
- C. The application provides a realistic schedule for evaluating the project and submitting annual reports and a final report from the independent evaluator, each of which will compare actual and projected progress toward business creation or expansion and position creation, and discuss any lessons learned. The evaluation schedule should show that annual reviews will be conducted after the end of each grant year, and the final report evaluation should be conducted after the end of the grant period.
- D. The application confirms that the grantee will participate in compliance monitoring reviews, quarterly technical assistance conference calls, an annual collection of information approved by the Office of Management and Budget (OMB), and other limited surveys that request recommendations to improve the technical assistance support.
- E. The application confirms that an independent evaluator will conduct the required evaluations.
- F. The application demonstrates the qualifications of the independent evaluator to successfully plan and evaluate social services delivery programs, community economic development or job creation projects for low-income populations, or programs designed to foster self-sufficiency in low-income populations. In the event that an evaluator has not yet been selected, the extent to which the application demonstrates that an appropriate position description, recruitment strategy, and hiring timeline are in place.

## ORGANIZATIONAL PROFILES

**Maximum Points: 20**

## 1. Organizational Capacity (10 Points)

In reviewing organizational capacity, reviewers will consider the extent to which:

- A. The application demonstrates that the applicant is a qualified private, non-profit Community Development Corporation (CDC) with articles of incorporation, bylaws, or other official documents demonstrating that the CDC has as a principal purpose planning, developing, or managing low-income housing or community development activities; and with Board members that include one or more community residents, business leaders, and civic leaders.
- B. The application demonstrates that the organization, its staff, and its project partners have sufficient overall experience to successfully implement the proposed project, including relevant experience and success in developing and operating projects similar to those to be conducted under the proposed project. If one or more project partners are involved, the extent to which the application demonstrates that the combined capacity of the applicant and the partner organizations is sufficient to successfully implement the proposed project.
- C. *Projects with More Experienced CDC Partners Only*: For applicants that cannot demonstrate substantial experience with economic development projects similar to those proposed in the application, the extent to which the application provides evidence of a viable partnership with a more experienced CDC, including evidence of a workable strategy for the more experienced CDC to provide the administrative, technical, and/or financial technical assistance needed to ensure the success of the project.
- D. The application provides convincing evidence of the applicant's experience with program evaluation and data collection.

## 2. Past Success with Similar Job Creation Projects (10 Points)

In reviewing past successes with similar job creation projects, reviewers will consider the extent to which:

- A. The application demonstrates that the applicant has the experience necessary to successfully carry out the proposed project, including evidence of **two** similar business creation or business expansion projects undertaken by the applicant. Applicants that propose partnering with a more experienced CDC should describe the partner's experience with all of the following types of activities: two or more CED or JOLI economic development projects; one or more projects involving activities similar to those proposed; and projects requiring collaborative programming.
- B. The applicant provides a quantitative and qualitative description of successful results achieved for each of the two prior projects. Examples of ways to demonstrate the success of previous projects include number of jobs created; wages, benefits, and position description that indicate jobs created would provide self-sufficiency; and number of years of project operation and position availability.

## STAFF AND POSITION DATA

**Maximum Points: 5**

In reviewing staff and position data, reviewers will consider the extent to which:

- A. The application identifies qualified staff to carry out the proposed project including key staff who will have responsibility for managing the project, coordinating activities, and achieving performance targets. Staff qualifications include both applicant staff and project partner staff as necessary to demonstrate that the project will have acceptable leadership. The application should note the percent time each key staff member will devote to the project.
- B. The application demonstrates through biographical sketches, degree information, resumes, and

descriptions of previous project experience that the identified staff are qualified to carry out the proposed project. The application should identify staff percent of time available for the project.

C. The application demonstrates that together the key staff have the appropriate time commitment available and experience in supervision, finance and business development and management, and working with the target population. The discussion of staff experience must be sufficiently detailed to allow reviewers to assess whether individuals' skills and experience demonstrate an ability to fulfill the tasks assigned to them.

D. In cases where a key staff person has not yet been hired, the application demonstrates that an appropriate position description and qualifications, recruitment strategy, and estimated hiring timeline have been developed.

## **BONUS POINTS**

**Maximum Points: 15**

### **A. Focus on Select Industries and Green Business Practices (5 Points)**

In reviewing eligibility for bonus points, reviewers will consider the extent to which the proposed positions will be created in the automotive and environmental industries. Examples of environmental industries include, but are not limited to:

- Residential and Commercial Energy Efficiency and Retrofit
- Green Products
- Recycling
- Renewable or Alternative Energy
- Urban Agriculture and Horticulture

Bonus points will also be awarded to applications proposing a project that is committed to employing green business practices in project construction (if applicable) and project operations. Commitment to green business practices can be demonstrated by providing a description of the project's green business practices.

### **B. Automotive Communities (5 Points)**

In reviewing eligibility for bonus points, reviewers will consider whether the proposed project is located in states with major job losses due to economic shifts in the automotive industry and target former auto-industry workers in these states:

- Delaware
- Michigan
- Minnesota
- Ohio
- Wisconsin

### **C. States and Trust Territories Without Active Projects (5 Points)**

In reviewing eligibility for bonus points, reviewers will consider whether the proposed project will be located in one of the following States or Trust Territories that do not have active CED or JOLI projects:

- Alaska
- Alabama
- Delaware
- Idaho
- Kansas

- Mississippi
- New Hampshire
- Nevada
- Rhode Island
- Utah
- Wyoming
- Guam
- Northern Mariana Islands
- Virgin Islands

## **V.2. Review and Selection Process**

No grant award will be made under this announcement on the basis of an incomplete application.

### **Initial ACF Screening**

Each application will be screened to determine whether it was received by the closing date and time and whether the requested amount exceeds the award ceiling. Applications that are designated as late according to *Section IV.3. Submission Dates and Times* or those with requests that exceed the award ceiling, stated in *Section II. Award Information* will be returned to the applicant with a notation that they were deemed non-responsive and will not be reviewed.

### **Objective Review and Results**

Applications competing for financial assistance will be reviewed and evaluated by objective review panels using the criteria described in *Section V.1* of this announcement. Each panel is made up of experts with knowledge and experience in the area under review. Generally, review panels are composed of three reviewers and one chairperson.

Results of the competitive objective review are taken into consideration by ACF in the selection of projects for funding; however, objective review scores and rankings are not binding and are one element of the decision-making process.

ACF may elect to not fund applicants with management or financial problems that would indicate an inability to successfully complete the proposed project. Applications may be funded in whole or in part. Successful applicants may be funded at an amount lower than that requested. ACF reserves the right to consider a preference to fund organizations serving emerging, unserved, or under-served populations, including those located in pockets of poverty, and to consider the geographic distribution of Federal funds in its funding decisions.

OCS may consider geographic location in the award of grants. In addition, OCS reserves the right not to make awards to applicants that score in the fundable range but have failed to successfully fulfill the goals of previous projects.

Please refer to *Section IV.2.* of this announcement for information on non-Federal reviewers in the review process.



## **Approved but Unfunded Applications**

Applications that are approved but unfunded may be held over for funding in the next funding cycle, pending the availability of funds, for a period not to exceed one year.

### **V.3. Anticipated Announcement and Award Dates**

Awards will be made no later than September 30, 2010.

## **VI. Award Administration Information**

### **VI.1. Award Notices**

Successful applicants will be notified through the issuance of a Financial Assistance Award (FAA) document that sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-Federal share to be provided (if applicable), and the total project period for which support is contemplated. The FAA will be signed by the Grants Officer and transmitted via postal mail. Following the finalization of funding decisions, organizations whose applications will not be funded will be notified by letter, signed by the Program Office head.

### **VI.2. Administrative and National Policy Requirements**

Awards issued under this announcement are subject to the uniform administrative requirements and cost principles of 45 CFR Part 74 (Awards And Subawards To Institutions Of Higher Education, Hospitals, Other Nonprofit Organizations, And Commercial Organizations), or 45 CFR Part 92 (Grants And Cooperative Agreements To State, Local, And Tribal Governments).

An application funded with the release of Federal funds through a grant award, does not constitute, or imply, compliance with Federal regulations. Funded organizations are responsible for ensuring that their activities comply with all applicable Federal regulations.

Grantees are subject to the limitations set forth in 45 CFR Part 74, Subpart E-Special Provisions for Awards to Commercial Organizations (45 CFR §74.81\_Prohibition against profit), which states that, "... no HHS funds may be paid as profit to any recipient even if the recipient is a commercial organization. Profit is any amount in excess of allowable direct and indirect costs."

Grantees are also subject to the requirements of 45 CFR Part 87, Equal Treatment for Faith-Based Organizations: "Direct Federal grants, sub-award funds, or contracts under this ACF program shall not be used to support inherently religious activities such as religious instruction, worship, or proselytization. Therefore, organizations must take steps to separate, in time or location, their inherently religious activities from the services funded under this program. Regulations pertaining to the Equal Treatment for Faith-Based Organizations, which includes the prohibition against Federal funding of inherently religious activities, can be found at the HHS web site at: <http://www.hhs.gov/fbc/waisgate21.pdf>.

A faith-based organization receiving HHS funds retains its independence from Federal, State, and local governments, and may continue to carry out its mission, including the definition, practice, and expression of its religious beliefs. For example, a faith-based organization may use space in its facilities to provide secular programs or services funded with Federal funds without removing religious art, icons, scriptures, or other religious symbols. In addition, a faith-based organization that receives Federal funds retains its authority over



its internal governance, and it may retain religious terms in its organization's name, select its board members on a religious basis, and include religious references in its organization's mission statements and other governing documents in accordance with all program requirements, statutes, and other applicable requirements governing the conduct of HHS funded activities." Additional information on "Understanding the Regulations Related to the Faith-Based and Community Initiative" can be found at: <http://www.hhs.gov/fbciregulations/index.html>.

The Code of Federal Regulations (CFR) is available at <http://www.gpoaccess.gov/CFR/>.

### **Award Term and Condition for Trafficking in Persons**

Awards issued under this announcement are subject to the requirements of Section 106 (g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104). For the full text of the award term, go to [http://www.acf.hhs.gov/grants/award\\_term.html](http://www.acf.hhs.gov/grants/award_term.html). If you are unable to access this link, please contact the Grants Management Contact identified in Section VII. Agency Contacts of this announcement to obtain a copy of the Term.

### **HHS Grants Policy Statement**

The HHS Grants Policy Statement (HHS GPS) is the Department of Health and Human Services' single policy guide for discretionary grants and cooperative agreements. ACF grant awards are subject to the requirements of the HHS GPS, which covers basic grants processes, standard terms and conditions, and points of contact, as well as important agency-specific requirements. Appendices to the HHS GPS include a glossary of terms and a list of standard abbreviations for ease of reference. The general terms and conditions in the HHS GPS will apply as indicated unless there are statutory, regulatory, or award-specific requirements to the contrary that are specified in the Financial Assistance Award (FAA). The HHS GPS is available at [http://www.acf.hhs.gov/grants/grants\\_related.html](http://www.acf.hhs.gov/grants/grants_related.html).

## **VI.3. Reporting**

Grantees under this announcement will be required to submit performance progress and financial reports periodically throughout the project period. The frequency of required reporting is listed later in this section.

In FY 2009, most ACF grantees began using a standard form for required performance progress reporting (PPR). Use of the new standard form, the ACF-OGM SF-PPR, began for new awards and continuation awards made by ACF in FY 2009. At a minimum, grantees are required to submit the ACF-OGM SF-PPR, which consists of the ACF-OGM SF-PPR Cover Page and the Program Indicators-Attachment B. ACF Programs that utilize reporting forms or formats in addition to, or instead of, the ACF-OGM SF-PPR have listed the reporting requirements later in this section.

Grant award documents will inform grantees of the appropriate performance progress report form or format to use beginning in FY 2009. Grantees should consult their award documents to determine the appropriate performance progress report format required under their award.

Grantees will continue to use the Financial Status Report (FSR) SF-269 (long form) for required financial reporting.

Performance progress and financial reports are due 30 days after the end of the reporting period. Final program performance and financial reports are due 90 days after the close of the project period. Final reports may be submitted in hard copy to the Grants Management Office Contact listed in *Section VII. Agency Contacts* of this announcement.

The SF-269 (long form) and the ACF-OGM-SF-PPR may be found at [http://www.acf.hhs.gov/grants/grants\\_resources.html](http://www.acf.hhs.gov/grants/grants_resources.html).

Program Progress Reports: Semi-Annually  
Financial Reports: Semi-Annually

Program reports and financial reports are required semi-annually. These reports must be submitted in addition to the annual evaluation reports to be provided by an independent evaluator.

## VII. Agency Contacts

### **Program Office Contact**

Rafael J. Elizalde  
Office of Community Services Operations Center  
Administration for Children and Families  
1515 Wilson Blvd., Suite 100  
Arlington, VA 22209  
Phone: 1-800-281-9519  
Email: [OCSGRANTS@acf.hhs.gov](mailto:OCSGRANTS@acf.hhs.gov)

### **Office of Grants Management Contact**

Katrina Morgan  
Office of Community Services Operations Center  
Administration for Children and Families  
1515 Wilson Blvd., Suite 100  
Arlington, VA 22209  
Phone: 1-800-281-9519  
Email: [OCSGRANTS@acf.hhs.gov](mailto:OCSGRANTS@acf.hhs.gov)

### **Federal Relay Service:**

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service for assistance at 1-800-877-8339 (TTY - Text Telephone or ASCII - American Standard Code For Information Interchange).

## VIII. Other Information

### **Reference Websites**

U.S. Department of Health and Human Services (HHS) on the Internet <http://www.hhs.gov/>

Administration for Children and Families (ACF) on the Internet <http://www.acf.hhs.gov/>.

Administration for Children and Families - Funding Opportunities

homepage <http://www.acf.hhs.gov/grants/>.

Catalog of Federal Domestic Assistance (CFDA) <https://www.cfda.gov/>.

Code of Federal Regulations (C.F.R.) <http://www.gpoaccess.gov/cfr/index.html>

United States Code (U.S.C) <http://www.gpoaccess.gov/uscode/>

Sign up to receive notification of ACF Funding Opportunities at [www. Grants.gov](http://www.grants.gov)  
[http://www.grants.gov/applicants/email\\_subscription.jsp](http://www.grants.gov/applicants/email_subscription.jsp)

## Checklist

All required Standard Forms, assurances, and certifications are available on the ACF Forms page at [http://www.acf.hhs.gov/grants/grants\\_resources.html](http://www.acf.hhs.gov/grants/grants_resources.html) and on the Grants.gov Forms Repository webpage at <http://apply07.grants.gov/apply/FormLinks?family=15>.

Versions of other Standard Forms (SFs) are available on the Office of Management and Budget (OMB) Grants Management Forms web site at [http://www.whitehouse.gov/omb/grants\\_forms/](http://www.whitehouse.gov/omb/grants_forms/).

For information regarding accessibility issues, visit the Grants.gov Accessibility Compliance Page at [http://www07.grants.gov/aboutgrants/accessibility\\_compliance.jsp](http://www07.grants.gov/aboutgrants/accessibility_compliance.jsp)

What to Submit	Where Found	When to Submit
Letter of Intent	Referenced in Section IV.2 of the announcement under "Project Description."	Submission due by application due date found in Overview and Section IV.3.
SF-424 - Application for Federal Assistance  SF-P/PSL - Project/Performance Site Location(s)	Referenced in Section IV.2 and found at <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http:// www.acf.hhs.gov/grants/grants_resources.html</a> and at the Grants.gov Forms Repository at <a href="http://apply07.grants.gov/apply/FormLinks?family=15">http:// apply07.grants.gov/apply/FormLinks?family=15</a> .	Submission due by application due date found in Overview and Section IV.3.
SF-424A - Budget Information - Non-Construction Programs  SF-424B - Assurances - Non-Construction Programs	Referenced in Section IV.2 and found at <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http:// www.acf.hhs.gov/grants/grants_resources.html</a> .	Submission due by application due date found in Overview and Section IV.3.
SF-424C - Budget Information - Construction Programs  SF-424D - Assurances - Construction Programs	Referenced in Section IV.2 and found at <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http:// www.acf.hhs.gov/grants/grants_resources.html</a> .	Submission due by application due date found in Overview and Section IV.3.

Table of Contents	Referenced in Section IV.2 of the announcement under "Project Description."	Submission due by application due date found in Overview and Section IV.3.
Project Summary/Abstract	Referenced in Section IV.2 of the announcement under "Project Description."	Submission due by application due date found in Overview and Section IV.3.
Project Description	Referenced in Section IV.2 of the announcement.	Submission due by application due date found in Overview and Section IV.3.
Budget and Budget Justification	Referenced in Section IV.2 of the announcement under "Project Description."	Submission due by application due date found in Overview and Section IV.3.
Letters of Support	Referenced in Section IV.2 of the announcement under "Project Description."	Submission due by application due date found in Overview and Section IV.3.
Project Sustainability Plan	Referenced in Section IV.2 of the announcement under "Project Description."	Required of all applicants for projects of three years (36 months) or more in length.  By application due date found in Overview and Section IV.3.
Certification Regarding Lobbying	Referenced in Section IV.2 of the announcement and found at <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http://www.acf.hhs.gov/grants/grants_resources.html</a> .	Submission due by date of award.
This program is covered under E.O. 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of	Applicants should go to the following URL for the official list of the jurisdictions that have elected to participate in E.O. 12372 <a href="http://www.whitehouse.gov">http://www.whitehouse.gov</a>	Submission due to State Single Point of Contact by the application due date found in Overview and Section IV.3.

Department of Health and Human Services Programs and Activities". Applicants must submit all required application materials to the State Single Point of Contact (SPOC) and indicate the date of submission on the Standard Form (SF) 424 at item 19.	<a href="#">/omb/grants_spoc/</a> as indicated in Section IV.4 of this announcement.	
Logic Model	Referenced in Section IV.2 of the announcement under "Project Description."	Submission due by application due date found in Overview and Section IV.3.
SF-LLL - Disclosure of Lobbying Activities, if applicable	<p>"Disclosure Form to Report Lobbying" is referenced in Section IV.2 and found at <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http://www.acf.hhs.gov/grants/grants_resources.html</a>.</p> <p>Submission of this form is required if any funds have been paid, or will be paid, to any person for influencing, or attempting to influence, an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan.</p>	Submission due by application due date found in Overview and Section IV.3.

## Signature

Date: 05/13/2010

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Yolanda J. Butler, Ph.D.  
Acting Director, Office of Community Services  
Administration for Children and Families